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FIXED ASSET SYSTEM (FAS)

CHANGING DATA ELEMENTS ON MULTIPLE ASSETS USING THE MASS CHANGE SCREEN

INTRODUCTION

In this chapter:

- ✓ Data elements that can be changed
- ✓ Instructions for entering mass changes
- ✓ Mass change screen examples
- ✓ Non-financial history inquiry (S039)

The Mass Change screen S041 enables you to change certain non-financial data elements on property records that have already been posted to the FAS Property File.

This is useful when a data element has been used on multiple records over time, but now needs to be updated on all records. For example, if an employee who has been assigned responsibility over the assets in your agency leaves for a new position, the mass change screen allows you to simultaneously change the responsible last name field for all property records associated with that employee. You can also control when the changes will process.

The mass change screen is actually a table - once you enter information into the table, it will remain there until deleted or changed.

Mass changes are processed and the property file records are updated in the nightly batch process.

DATA ELEMENTS THAT CAN BE CHANGED

Most non-financial fields can be changed. The following list of data elements can be changed. You cannot change any financial information using the mass change screen.

- Agency Suffix
- Class Code
- Class Code Sfx
- Location 1
- Location 2
- Resp First Name
- Resp Mid Init
- Resp Last Name
- Risk Management Bill Code
- Last Inventory Date (mmddyyyy)

MANAGING MASS CHANGE ENTRIES

The sequence number, along with the agency code, is important. Only one sequence number and agency code combination can be stored on the table at one time.

You are encouraged to do only one sequence number at a time, to avoid the possibility of having the same File Property record match similar criteria for multiple data elements. In other words, if one mass change is dependent on another mass change taking place first, be sure that the second change is not entered until the day after the first change has gone through the nightly processing.

If all of the records from sequence number 00 to 99 have been entered but not deleted afterwards, you will have to delete some of the old mass change records in order to add new records. With proper security, you may delete, add, or change mass change records at any time.

TO ENTER MASS CHANGE DATA

1. Type **41** at the FAS Main Menu and press the ENTER key.

Figure 2: FAS Mass Change Screen

VERSION 3.1	FAS - MASS CHANGE SCREEN		
S041			
FUNCTION: (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)			
AGENCY:	SEQUENCE NO:		
	CHANGE FROM:	CHANGE TO:	GEN:
AGENCY SUFFIX			
CLASS CODE			
CLASS CODE SUFFIX			
LOCATION 1			
LOCATION 2			
RESP FIRST NAME			
RESP MID INIT			
RESP LAST NAME			
RISK MGMT BILL CD			
LAST INV DATE			
INTERRUPT:			

2. Type an **R** (Recall) in the **FUNCTION** field.
3. Type the two-digit sequence number (00 - 99) of the record you want to work with, in the **SEQUENCE NO** field.

NOTE: The maximum number of mass changes that can be entered for an agency is 100. Once they have processed (that night), the old ones can be deleted, and new ones can be entered (the next day). Type an **N** (Next) in the **FUNCTION** field to scroll to the next record.

4. Once the record is on the screen, type a **C** (Change) in the **FUNCTION** field to make changes to the existing record.
(If you are adding a new record with a sequence number not currently being used, type an **A** (Add) in the **FUNCTION** field and enter a sequence number for the new record.)
5. Type a **P** in the **GEN** field to create a report ([DAFR4590](#)) that shows the changes. This will not update to the property file - it will simply "print" the report. The **GEN** indicator will become blank after the process runs.
 - If you discover errors after reviewing the report, update the mass change and "print" another report for the next day. Continue this process until the data is correct and you are ready to generate the changes.
 - When you are ready to accept the changes, come back to this screen and type a **G** in the **GEN** field to post to the property file during the next batch processing cycle. The **GEN** indicator will become blank after the process runs.
 - If the **GEN** field is left blank, the transaction will remain in a hold status. Type a **G** in the **GEN** field after the data entry is reviewed or approved.
6. Complete the **CHANGE FROM** column of the mass change screen. Type in the information as it currently appears.
 - Everything that appears under **CHANGE FROM** identifies the assets that will be changed.
 - If the **CHANGE FROM** column is left blank, it acts as a wild card and all items meeting the other criteria will be changed to the **CHANGE TO** entry.
7. Complete the **CHANGE TO** column of the mass change screen.
NOTE: Everything under **CHANGE TO** identifies what the new values will be.
8. Press the F1 key to save and leave the fields filled (if you will be entering more mass changes). Otherwise, press the ENTER key to save.
NOTE: If entered properly, a "TRANSACTION SUCCESSFULLY WRITTEN" message displays.

MASS CHANGE SCREEN EXAMPLES

EXAMPLE 1: CHANGING CLASS CODE AND LOCATION 1

In the example below, all records with a Class Code of **3415** and a Location 1 of **00104** are selected for change. During the nightly processing, each property in the FAS Property File that satisfies both of these requirements will be changed to a class code of **3426** and a Location 1 of **00106**.

Figure 3: Example 1 Mass Change Example

VERSION 3.1		FAS - MASS CHANGE SCREEN	
S041			
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)			
AGENCY: 230		SEQUENCE NO: 10	
CHANGE FROM:		CHANGE TO:	
GEN: G			
AGENCY SUFFIX			
CLASS CODE	3415	3426	
CLASS CODE SUFFIX			
LOCATION 1	00104	00106	
LOCATION 2			
RESP FIRST NAME			
RESP MID INIT			
RESP LAST NAME			
RISK MGMT BILL CD			
LAST INV DATE			
INTERRUPT:			

EXAMPLE 2: CHANGING LOCATION 1 AND RESPONSIBLE LAST NAME

In the example below, all records for agency 230 with a location 1 of **99999** and a responsible last name of **WHEELER** will have the Location 1 changed to **00099** and the responsible last name changed to **WITH00099**.

NOTE: The responsible last name field identifies who is responsible for the asset.

Figure 4: Example 2 FAS Mass Change Screen

VERSION 3.1		FAS - MASS CHANGE SCREEN	
S041			
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)			
AGENCY: 230		SEQUENCE NO: 03	
CHANGE FROM:		CHANGE TO:	
		GEN: G	
AGENCY SUFFIX			
CLASS CODE			
CLASS CODE SUFFIX			
LOCATION 1	99999	00099	
LOCATION 2			
RESP FIRST NAME			
RESP MID INIT			
RESP LAST NAME	WHEELER	WITH00099	
RISK MGMT BILL CD			
LAST INV DATE			
		INTERRUPT:	
Z07 NEXT RECORD SUCCESSFULLY READ			
PLEASE ENTER FUNCTION			

NON-FINANCIAL HISTORY INQUIRY (S039)

The results of the changes processed with the mass change screen can be viewed from the On-line Non-Financial History Inquiry Screen (Screen S039 on the FAS Main Menu). This screen shows which data elements were changed and what the previous values were before those changes were made.

If you wish to see what the current data is for a given property, you can view it from the FAS Property Record Inquiry/Maintenance Screen (S040).

NOTE: Refer to the DAFR4590 Control Report (FAS Non-Financial Change), which will automatically print when mass changes or any non-financial changes occur. [Click here to see an example of a DAFR4590 report.](#)